

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 25 November 1953

FROM : Chief, Intelligence Training Division

SUBJECT: Weekly Report

Submitted herewith is the report for the week ending November 27.

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1. On November 24th (I) attended the meeting of Training Liaison Officers from the DD/A Offices and discussed the proposed course for employees of those offices. The course as outlined seemed satisfactory. *Intelligence Refresher*
 OTR We are planning to offer this course the second week in January and to repeat it at approximately bi-monthly intervals as long as the DD/A Offices consider that there is a need for it. The TLO's present at the meeting believed that they would have 40 to 50 employees to enroll for the first course.

2. [] the Training Liaison Officer of OSI, has discussed with [] and me the requirements of his office for a course in the "Writing of Intelligence Reports". According to [] the OSI Career Service Board is interested in having us conduct such a course at an early date. We are planning to have the prospectus of a course ready to discuss with OSI and other interested offices by December 15th and to schedule a class as soon after January 1st as staff and space permit.

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3. [] of the Security Office met with [] Mr. Belt, Mr. O'Gara, [] and me to discuss a lecture and discussion period on security problems in the BIC(I) and BIC(CS). [] believes that his office can develop sessions for our courses that would approach the security problem in ways different from the Indoctrination Course. He said that three or four of the senior officers of his office would be willing to participate as we need them. We plan to confer with [] again and to work out with him a presentation for the January course.

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4. The following persons have given talks to BIC(I) #15 during the past week: [] ORR, Mr. Robert Komer, ONE, Mr. Waldo Dubberstein, OCI, [] OTR, [] ORR and Mr. Richard Scammon, Department of State.

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5. The Reading Improvement Branch currently has 104 employees enrolled in training courses and two retention programs.

6. Mr. Charles Goodman, Executive Staff, State Department, has inquired about the possibility of four persons enrolling in a Reading Improvement Class beginning January 11th. We plan to accept these people if the Security Officer approves.

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